

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

JUVENILE SERVICES SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional positions located within the Department of Corrections, Division of Juvenile Corrections. Positions allocated to this classification provide a variety of professional level staff assistance within the Bureau of Community Resources. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

The positions in this classification are professional social services positions located within the Division of Juvenile Corrections, which provide professional level staff assistance in intervention or youth aids coordination activities.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are not located in the Division of Juvenile Corrections.
3. Positions which are, for a majority of the time, engaged in the provision of treatment program development activities on a unit within an institution operated by the Division of Juvenile Corrections and are more appropriately classified as Treatment Specialist.
4. Positions which are, for a majority of the time, engaged in the provision of social work within an institution operated by the Division of Juvenile Corrections and are more appropriately classified as Social Worker.
5. Positions which are, for a majority of the time, engaged in the provision of probation and parole services (i.e. aftercare services) for juvenile offenders under the supervision of the Division of Juvenile Corrections and are more appropriately classified as Probation and Parole Agent.

6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITION

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Positions in this classification perform a variety of professional level staff assistance in the central office of the Division of Juvenile Corrections. Positions allocated to this classification function in one of the following capacities: (1) gathers and compiles detailed information about community program areas of prevention, early intervention, physical custody and dispositional intake, court services, and early diversion/informal supervision and administers and monitors grants for prevention and early intervention community programs and for special Youth Aids funds for purchase of AODA services for Youth Aids populations; OR (2) plans and implements statewide policies and procedures and hands-on program consultation and technical assistance to county agencies for developing, increasing and strengthening the quality, quantity and variety of community-based programs for alleged and adjudicated delinquents and status offenders and their families, develops the community organization and system analysis approaches to be used with select county agencies to ascertain gaps, problems and needs of the community juvenile justice system, and proposes ways of addressing the deficiencies.

Representative Positions :

Youth Aids Coordinator: Gathers and compiles statistical data on juvenile justice programming at the county level; collaborates with other staff in overseeing the allocation and expenditure of Youth Aids; administers and monitors grants for prevention and early intervention community programs and for special Youth Aids funds for purchase of AODA services for Youth Aids populations.

Intervention Coordinator: Plans and implements statewide policies and procedures regarding family preservation programs, treatment, school programs, mentor programs, restitution and community work projects, etc.; provides consultation and technical assistance to county agencies; proposes ways of addressing deficiencies of the community juvenile justice systems and acts as the Department liaison to the Wisconsin Juvenile Court Intake Workers Association.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created upon implementation of the represented portion of the Professional Social Services Personnel Management Survey, effective October 16, 1994 and was announced in CC/SC-28. The specification was modified to reflect organizational changes resulting from enactment of Wisconsin Act 27 and/or the Department of Corrections' reorganization effective July 1, 1996. The specification modification was announced in CC/SC-58.

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